

Authorized Signatories

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- **Annually and when there are changes during the year, each agency head must sign and send an Authorized Signatories Form to DOA.**
- **Form also signed by persons to whom agency head delegates authority to approve financial documents, send transactions to CARS, and perform other accounting, reporting, and asset management functions described in the CAPP Manual and Comptroller's directives.**

Authorized Signatories

Authorized Signatories assume personal legal liability for information contained in the following slides.

Agency Certification Statement

- **A certification statement appears on CARS batch headers and paper transmittal listings produced by agency financial systems.**
- **Each CARS batch must be certified and bear the original signature of someone already listed on the Authorized Signatories form.**

Did you know that ...?

- **The Fiscal Officer takes personal responsibility by batch certification that each payment is:**
 - **Legal**
 - **Correct**
 - **Payment has not already been made**

References

Visit the DOA web site to obtain a copy of the [Authorized Signatories](#) form.

Contacts

- gacct@doa.virginia.gov
- 804-225-2384 – voice
- 804-371-8387 – facsimile
- U. S. Mail:
General Accounting
Virginia Department of Accounts
P. O. Box 1971
Richmond, VA 23218-1971